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Chief, ICAPS

21 April 1947

Advisor for Management, ICAPS

Report for Week Ending 18 April 1947

I. Projects carried over from previous week

1. Work on overall personnel and organization problem
(Communications Division, P&A Branch, being surveyed)

II. Projects planned but not yet initiated

1. Review and revision of internal administrative procedures
2. Overall intelligence chart for all government agencies
3. Review of organization and personnel requirements for OSO
4. Establishment of statistical control system

III. Projects initiated during week reported on

None

IV. Projects completed during week reported on

1. Preparation of tentative T/O for [REDACTED] Office of Operations
2. Preparation of amended functional statement for Documents
Branch, Office of Operations
3. Preparation of statement on functional procedures between
Contact Branch, Office of Operations, and Contact Control
Register, ORE

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V. Projects expected to be completed during coming week

None

VI. Projects expected to be carried over the following week

1. Section I
2. Section II

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[REDACTED]
Colonel, AGD

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